



**West Virginia Department of Transportation
Division Of Highways
Request to Process Payment in Excess of \$150,000 on P-Card**



Requestor: _____

Date: _____

P-Card Holder (If different than requestor): _____

Amount of Payment: _____

Vendor: _____

Route Number (and when applicable, starting and ending mile post): _____

County: _____

Reason payment cannot be processed on an invoice: _____

Approvals

Division Director or DE/M: _____

Deputy State Highway Engineer (when applicable): _____

Business Manager: _____

Deputy Secretary: _____